



Maine Educational Assessment of Mathematics and English Language Arts/Literacy

Developed by the Smarter Balanced Assessment Consortium

Test Information Distribution Engine TIDE User Guide

2014-2015

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Introduction to This User Guide

This section describes the contents of this user guide.

Organization of This User Guide




This guide contains the following sections:

- [Section II, Accessing TIDE](#), describes how to activate your TIDE account, how to log in and log out, and how to change your password.
- [Section III, Understanding the TIDE Interface](#), describes what appears in the TIDE interface, how to sort columns, how to switch between other assessment applications, and how to change your user role.
- [Section IV, Managing TIDE Users](#), describes how to view, add, and modify TIDE user accounts.
- [Section V, Working with Student Information](#), describes how to view, add, and modify information pertaining to students, their demographics, test eligibilities, and test settings and accommodations.
- [Section VI, Working with Appeals](#), describes how to view, add, and approve testing appeals.
- [Section VII, Working with Rosters of Students](#), describes how to create, modify, and delete rosters of students associated with teachers and schools.
- [Section VIII, Downloading and Installing Voice Packs](#), describes how to download the available voice packs.
- [Appendix A, Exporting Retrieved Records](#), describes how to export retrievals into a variety of file formats.
- [Appendix B, Processing File Uploads](#), describes how TIDE processes file uploads and how to resolve associated error messages.
- [Appendix C, Opening CSV Files in Excel 2007 or Later](#), describes how to open CSV files in recent versions of Microsoft Excel.
- [Appendix D, User Support](#), explains how to contact the help desk.

Document Conventions

[Table 1](#) describes the conventions appearing in this user guide.

Table 1. Document Conventions

Icon	Description
	Warning: This symbol accompanies information regarding actions that may cause loss of data.
	Caution: This symbol accompanies information regarding actions that may result in incorrect data.
	Note: This symbol accompanies helpful information or reminders.
bold	Boldface indicates an item you click or the name of a dialog box or page.
mono	Monospace indicates a file name, a selection, or text you enter from the keyboard.

Intended Audience

This user guide is intended for state-, district-, and school-level test administrators and coordinators who manage the assessment effort. You should be familiar with the concepts of test eligibility, test settings, test settings and accommodations, and general management of user accounts for an enterprise-wide system.

To use TIDE, you need to be familiar with using a web browser to retrieve data and with filling out web forms. If you want to use the file upload and download features, you also need to be familiar with using a spreadsheet application and working with comma-separated value (CSV) files.

For additional resources and information that could help state-, district-, and school-level test administrators and coordinators, please refer to the DOE website at <http://maine.gov/doe/assessment/math-ela/resources/index.html>.

Section I. Overview of the Test Information Distribution Engine

Description of TIDE

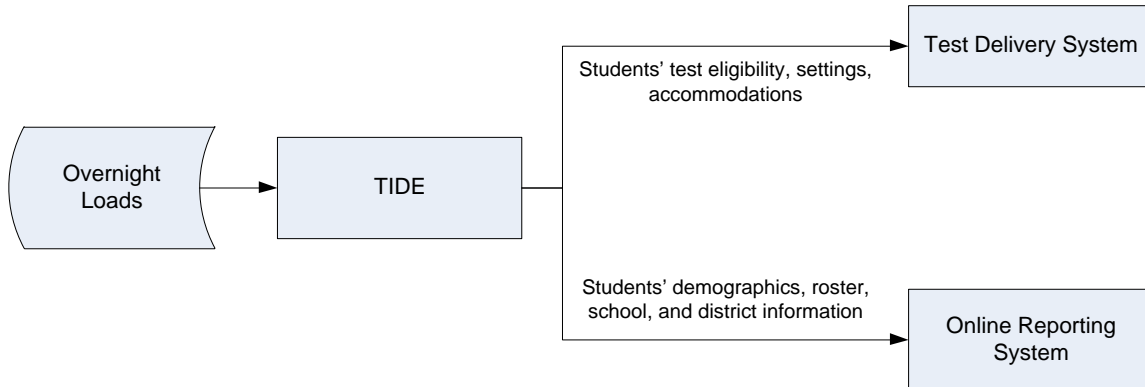
The Test Information Distribution Engine (TIDE) performs the following functions:

- Registering students for assessments
- Establishing test settings and accommodations
- Associating students with districts, schools, and rosters
- Delivering voice packs for testing computers
- Managing orders for testing materials
- Managing users accounts
- Delivering forms to teachers, parents, and students

Depending on your user role, you may not have access to all these functions.

[Figure 1](#) illustrates TIDE's operational functions and their place in the assessment process. At its core, TIDE contains a list of students enrolled in your schools. TIDE receives its data from uploads from the state systems. TIDE then distributes this information to the appropriate target system. Test Delivery System (TDS) receives students' eligibilities, settings, and accommodations; this enables TDS to deliver the appropriate test to any given student in the required format. Online Report System (ORS) receives students' institutional associations; this enables ORS to aggregate scores at the classroom, school, district, and state levels.

Figure 1. TIDE's position in the assessment process



System Requirements

To use TIDE, you need a recent version of a web browser, such as Firefox, Chrome, or Internet Explorer. For a detailed list of system requirements, which includes the supported operating systems and web browsers, see the *System Requirements for Online Testing*. This publication is available in the Resources section of the Maine Portal, <http://me.portal.airast.org>.

Understanding User Roles and Permissions

Each user in TIDE has a role, such as a district-level user or a test administrator-level user. Each role has an associated list of permissions to access certain features within TIDE. For example, a district-level user can perform activities related to districts. This can include adding or deleting lower level TIDE users. A test administrator-level user can perform different activities. This can include reviewing a student's demographics but not re-opening a test.

[Table 2](#) describes TIDE's user roles. The top row contains the various roles, and the subsequent rows indicate the tasks permitted to those user roles.

Table 2. User Roles and Associated Permissions

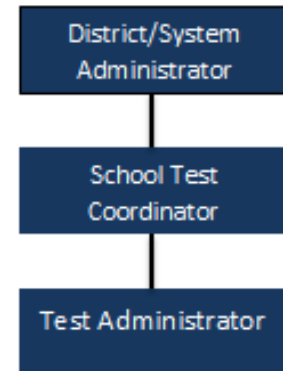
Task*	DSA	SC	TA
Working with Student Information			
Retrieving Student Records	✓	✓	✓
Viewing and Editing Students	✓	✓	✓
Printing Testing Tickets and PreID Labels	✓	✓	✓
Managing Users			
Retrieving User Accounts	✓	✓	✓
Adding User Accounts	✓	✓	
Adding, Editing, or Deleting Users through File Uploads	✓	✓	
Viewing and Editing User Details	✓	✓	✓
Deleting User Accounts	✓	✓	

Task*	DSA	SC	TA
Working with Appeals			
Creating Appeals	✓		
Retrieving	✓		
Creating Appeals Through File Uploads	✓		
Working with Orders for Paper Test Materials (only if schools have been pre-approved) – See <i>Paper Version Materials</i> Document for details on these tasks.			
Reviewing and Modifying Initial Orders	✓		
Requesting Additional Materials	✓		
Reviewing Order History	✓		
Reviewing and Exporting Order Summaries and Details	✓		
Tracking Shipments and Return Shipments	✓		
Working with Rosters of Students			
Viewing Rosters	✓	✓	✓
Adding a New Roster	✓	✓	
Modifying an Existing Roster	✓	✓	
Deleting a Roster	✓	✓	
Printing a Roster	✓	✓	✓
Creating Rosters Through File Uploads	✓	✓	
Voice Packs			
Downloading and Installing Voice Packs	✓	✓	✓

* DSA—District/System Administrator; SC—School Test Coordinator; TA—Test Administrator

There is a hierarchy to the user roles listed in [Table 2](#). As indicated in [Figure 2](#), the District/System Administrator is at the top of the hierarchy, followed by School Test Coordinator, then the Test Administrator. Generally, user roles that are higher in the hierarchy have access to more sensitive or critical data and tasks within TIDE.

Figure 2. Hierarchy of User Roles



Section II. Accessing TIDE

This section explains how to activate your TIDE account, log in to TIDE, reset a forgotten password, change account information, and how to log out.

Activating Your TIDE Account

Your account is created in TIDE by a higher level user then TIDE sends you an introductory email. This email contains the following information:

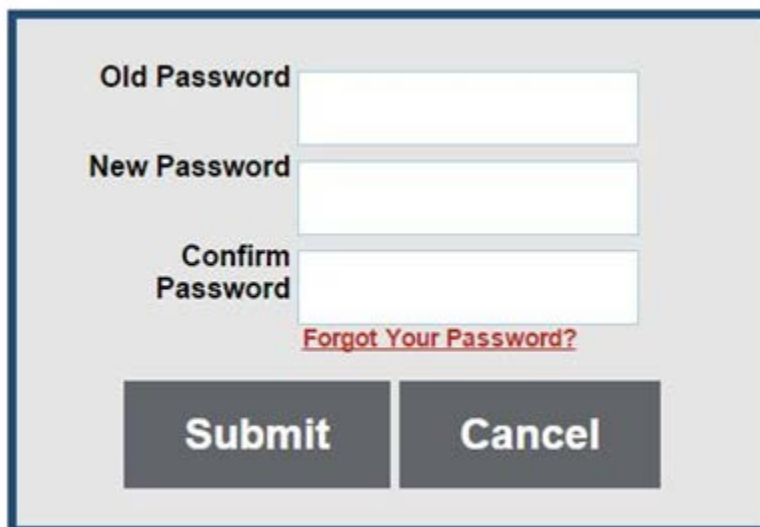
- A link for logging in to TIDE. This link expires five days after the email was sent.
- Your temporary password.

If you do not receive an account activation email, check your spam folder. Emails are sent from MEA-DoNotReply@me.portal.airast.org, so you may need to add this address to your contact list.

To activate your account:

1. Click the link in the introductory email. The **Please Log In** page appears.

Figure 3. Fields in the Please Log In page

A screenshot of a web form titled "Please Log In". The form has a light gray background and a dark blue border. It contains three text input fields stacked vertically. The first field is labeled "Old Password", the second "New Password", and the third "Confirm Password". Below the "Confirm Password" field is a red link that says "Forgot Your Password?". At the bottom of the form are two dark gray buttons with white text: "Submit" and "Cancel".

Old Password	<input type="password"/>
New Password	<input type="password"/>
Confirm Password	<input type="password"/>
Forgot Your Password?	
<input type="button" value="Submit"/>	<input type="button" value="Cancel"/>

2. In the *Old Password* field, enter the password in the activation email.

3. In the other password fields, enter a new password. The password must be eight characters long and have three of the following: one lowercase letter, one uppercase letter, one number, and one special character %, #, or !.
4. Click **Submit**. The **Select a Security Question** page appears.
5. Mark the checkbox next to a question, and enter an answer.
6. Click **Save**. The MEA portal page appears.

Account activation is complete. You can proceed to TIDE by clicking the TIDE card (see [Figure 4](#)) in the portal page.

Logging in to TIDE

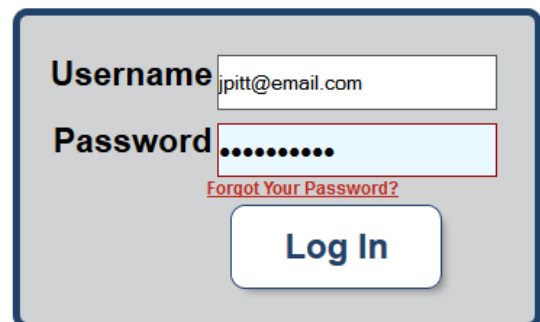
To log in to TIDE:

1. Open your web browser and navigate to the MEA portal at <http://me.portal.airast.org>.
2. Click the **District/System Administrator, School Test Coordinator, or Test Administrators** card.
3. Click the **TIDE** card. The **Please Log In** page appears.
4. Enter your email address and password, and then click **Log In**. The **Home** page appears.

Figure 4. TIDE Card



Figure 5. Please Log In Page

A login form with a light gray background and a blue border. It contains two input fields: "Username" with the text "jpitt@email.com" and "Password" with masked characters ".....". Below the password field is a red link that says "Forgot Your Password?". At the bottom is a white button with a blue border and the text "Log In" in blue.

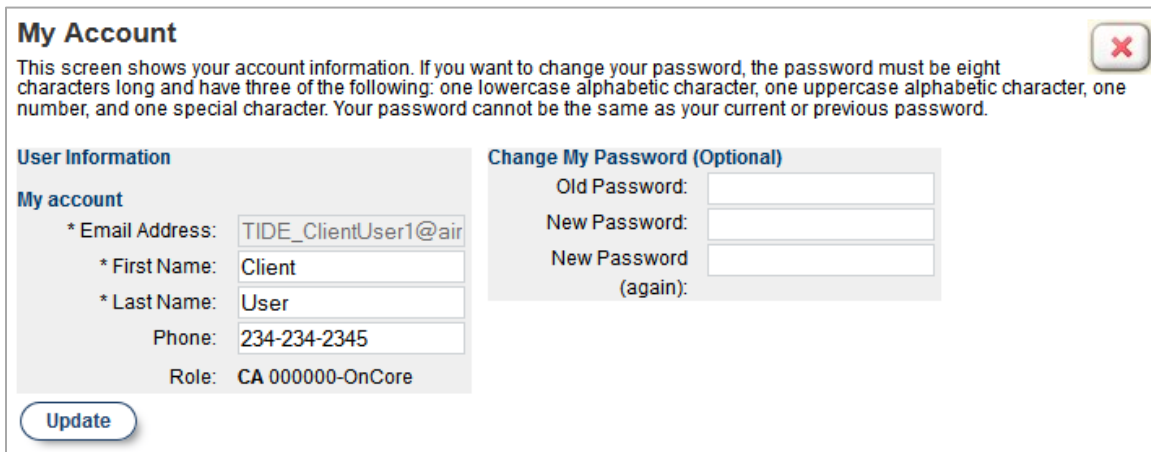
Changing Your Account Information and Password

You can modify your name, phone number, password, and other account information.

To modify account information:

1. In the banner (see [Figure 8](#)), click **My Account**. The **My Account** page appears (see [Figure 6](#)).

Figure 6. My Account Page



2. To modify your user information, in the *User Information* section, enter updates as necessary. (To change your email address, contact your administrator).
3. To modify your password, do the following:
 - a. In the *Old Password* field, enter your current password.
 - b. In the *New Password* and *New Password (again)* fields, enter the new password. The password must be eight characters long and have three of the following: one lowercase letter, one uppercase letter, one number, and one special character %, #, or !. Your password cannot be the same as your current or previous password.
4. Click **Update**. TIDE saves your changes, and a confirmation message appears.

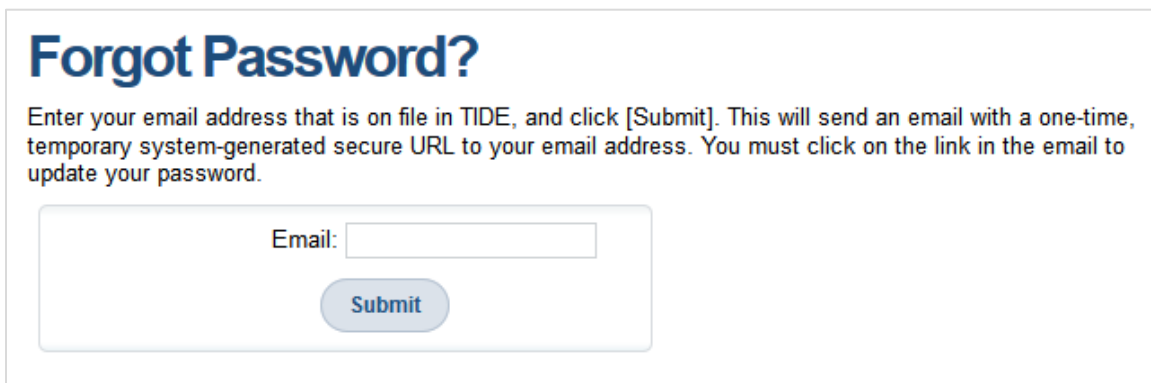
Resetting Your Password

You need to reset your password if you forgot it or if your account has been locked.

To reset your password:

1. Display the **Home** page by following steps [1–3](#) in the section [Logging in to TIDE](#).
2. In the **Please Log In** page (see [Figure 5](#)), click **Forgot Your Password?**. The **Forgot Password?** page appears (see [Figure 7](#)).

Figure 7. Forgot Password? Page



3. Enter your TIDE email address, and click **Submit**. TIDE sends you an activation email with a new login link.
4. Click the login link in the email. Your security question appears in your browser.
5. Enter the answer to your security question, and enter a new password. The password must be eight characters long and have three of the following: one lowercase letter, one uppercase letter, one number, and one special character %, #, or !. Your password cannot be the same as your current or previous password.
6. Click **Submit**. TIDE resets your password.

Logging out of TIDE

To log out of TIDE:

- In the TIDE banner (see [Figure 8](#)), click **Logout**.

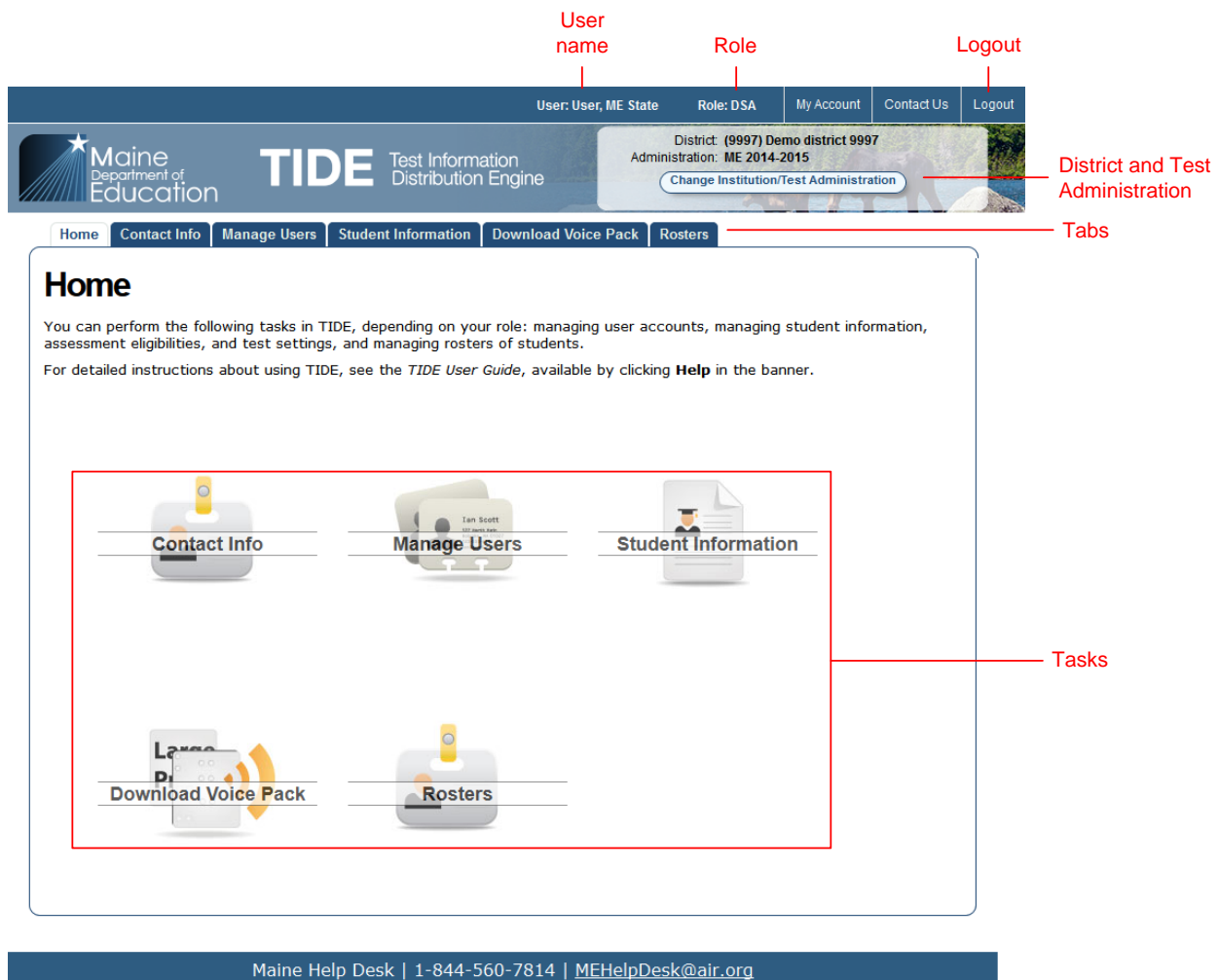
Section III. Understanding the TIDE Interface

This section describes TIDE's **Home** page and some common tasks such as sorting retrieved records.

TIDE's Home Page

The first page you see after logging in to TIDE is the **Home** page (see [Figure 8](#)). This page's appearance differs depending on your role. Some roles, such as those for schools, have just a few tabs and tasks; other roles, such as those for the district level, have several tabs and tasks.

Figure 8. TIDE Home Page for the District/System Administrator Role





CAUTION: Loss of Data Working with TIDE in more than one tab or browser window may result in changes in one tab overwriting changes made in another tab. Do not have more than one TIDE browser tab or window open at one time.

Sorting Retrieved Records

Many tasks in TIDE involve retrieving data from a database. You can sort the retrieved records by clicking any of the column headings in the retrieval table. For example, [Figure 9](#) is a portion of the **View Users** page. You can sort the records by clicking Role, State, District, or School. (In the complete **View Users** page, there are many more columns by which you can sort.)

Figure 9. Sort Columns

Sort columns

	View	Role	State	District	School
	<button>View</button>	TA	AI-Air Demo state 1	AI_9998-Demo district 9998	AI_9998_9995-Demo inst 9995
	<button>View</button>	TA	AI-Air Demo state 1	AI_9998-Demo district 9998	AI_9998_9995-Demo inst 9995
	<button>View</button>	TA	AI-Air Demo state 1	AI_9998-Demo district 9998	AI_9998_9995-Demo inst 9995
	<button>View</button>	TA	AI-Air Demo state 1	AI_9998-Demo district 9998	AI_9998_9995-Demo inst 9995

Switching Between MEA Systems

If you have access to other MEA systems, when you log in to TIDE you also log in to them. You can switch to those other systems.

To switch to another MEA system:

- In the banner, click **Test Information Distribution Engine**, and then select the other system you want to use (see [Figure 10](#)).

Figure 10. Switching Between MEA systems



Changing Test Administration or Institution

Depending on your permissions, you may have access to more than one test administration or more than one school. (For an explanation of user roles, see [Understanding User Roles and Permissions](#).)

To change test administration or institution:

1. In the TIDE banner (see [Figure 8](#)), click **Change Institution/Test Administration**. The **Change Institution/Test Administration** page appears (see [Figure 11](#)).

Figure 11. Change Institution/Test Administration Page

Change Institution/Test Administration

Test Administration: ME 2014-2015 ▼

* Role: District/System Administrator (DSA) ▼

* State : 000000 - Maine ▼

* District : 9998 - Demo District 9998 ▼

Submit

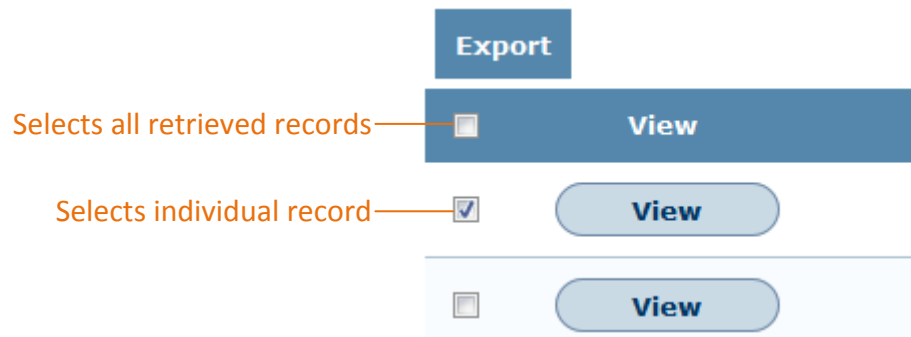
2. Update the information as necessary. All fields can be modified.
3. Click **Submit**. A new home page appears that is associated with your selections.

Selecting Records for an Action

In some retrieval screens, you can perform an action on the retrieved records. For example, in the View Users screen, you can export and download the retrieved records as an Excel file.

You can select all the retrieved records for a given action, or you can select some of them. Referring to [Figure 12](#), if you mark the checkbox in the header row, TIDE selects all the records. If you mark a checkbox in an individual row, TIDE selects that record—and any other individual records you mark.

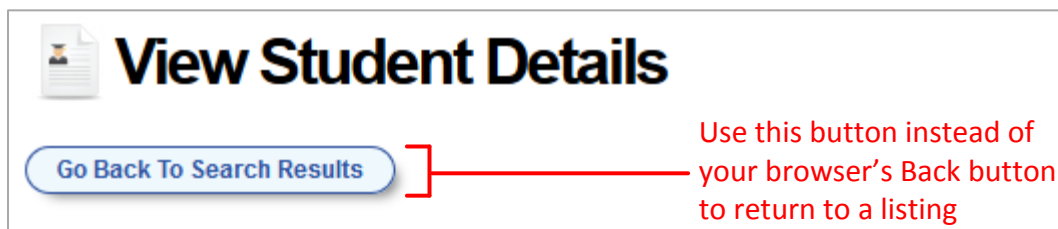
Figure 12. Options for Selecting Retrieved Records



Navigating Back to Retrieved Records

When you retrieve records, such as a listing of students or users, you can click on a **View** button that provides a screen to view or modify an individual record. (See, for example, [Figure 15](#).) If you want to return to the retrieved records, you must click **Go Back To Search Results**, not your browser's Back button. See [Figure 13](#).

Figure 13. Button to use to return to a listing of retrieved records



Section IV. Managing TIDE Users

This section describes user roles and associated permissions. This section also describes how to manage user accounts.

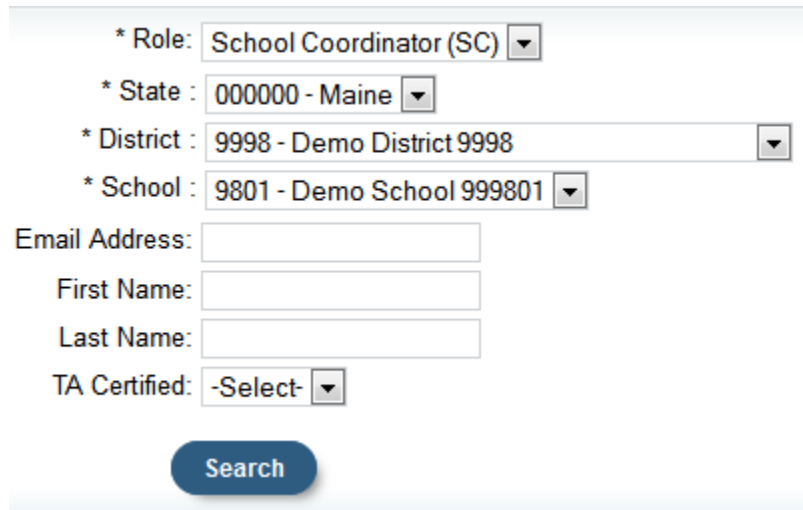
Retrieving User Accounts

You can retrieve user accounts that satisfy given criteria. For a list of user roles that can perform this task, see [Table 2](#).

To retrieve user accounts:

1. Click the **Manage Users** tab, then click **View Users**. The **View Users** page appears (see [Figure 14](#)).

Figure 14. Selection Fields in the View Users Page



The screenshot shows a web form with the following fields:

- * Role: School Coordinator (SC) [dropdown arrow]
- * State : 000000 - Maine [dropdown arrow]
- * District : 9998 - Demo District 9998 [dropdown arrow]
- * School : 9801 - Demo School 999801 [dropdown arrow]
- Email Address: [text input]
- First Name: [text input]
- Last Name: [text input]
- TA Certified: -Select- [dropdown arrow]
- [Search button]

2. From the drop-down lists, select search criteria.
3. *Optional:* Refine your search by specifying an email address, first name, last name, or phone number.

- Click **Search**. TIDE displays the found users at the bottom of the **View Users** page (see [Figure 15](#)).

Figure 15. Retrieved Users

Total Number of Users: 3

Export Delete

<input type="checkbox"/>	View	Role	State	District	School	Email Address	First Name	Last Name	Phone
<input type="checkbox"/>	View	SAC	AI-Air Demo state 1	AI_9998-Demo district 9998	AI_9998_9995-Demo inst 9995	DemoSAC@air.org	DemoSA	DemoSA	900-900-9000
<input type="checkbox"/>	View	SAC	AI-Air Demo state 1	AI_9998-Demo district 9998	AI_9998_9995-Demo inst 9995	SACuser05@air.org	SAC	User	
<input type="checkbox"/>	View	SAC	AI-Air Demo state 1	AI_9998-Demo district 9998	AI_9998_9995-Demo inst 9995	SACUser5@air.org	SAC	User	234-234-2345

From the listing of retrieved users, you can do the following:

- View detailed information about a user; see [Viewing and Editing User Details](#).
- Delete user accounts; see [Deleting User Accounts](#).
- Sort the listing; see [Sorting Retrieved Records](#).
- Export the listing; see [Appendix A, Exporting Retrieved Records](#).

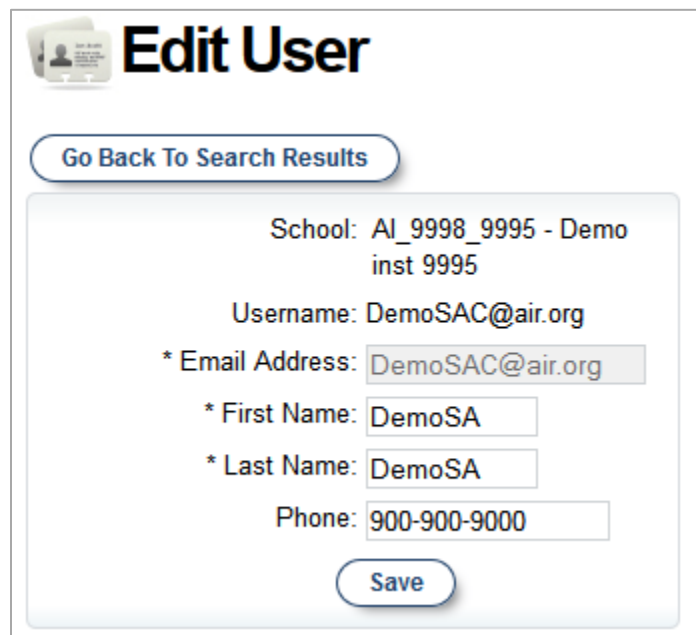
Viewing and Editing User Details

Some users can view and modify detailed information about a user's TIDE account. For a list of user roles that can perform this task, see [Table 2](#).

To view and edit user details:

1. Retrieve the user account you want to view or edit by following the procedure in the section [Retrieving User Accounts](#).
2. In the listing of retrieved users, click **View** corresponding to the user whose account you want to view (see [Figure 15](#)). The **Edit User** page appears (see [Figure 16](#)).

Figure 16. Edit User Details Page (top portion)



The screenshot shows the 'Edit User' page. At the top left is a small user icon. The title 'Edit User' is in large, bold black text. Below the title is a button labeled 'Go Back To Search Results'. The user details are displayed in a light blue box with a rounded border. The details include: School: AI_9998_9995 - Demo inst 9995; Username: DemoSAC@air.org; * Email Address: DemoSAC@air.org (in a text input field); * First Name: DemoSA (in a text input field); * Last Name: DemoSA (in a text input field); Phone: 900-900-9000 (in a text input field). At the bottom of the box is a 'Save' button.

3. If your user role allows it, modify the user's details as required. Use [Table 3](#) as a reference.
4. Click **Save**.
5. To return to the listing of user accounts, click **Go Back to Search Results**. (Do not use your browser's Back button to return to the listing.)

[Table 3](#) describes the fields in the **View User Details** page.

Table 3. Fields in the View User Details Page

Field	Description
District	District associated with the user. To modify the district associated with a user, you must delete and add the user using file uploads. For details, see Adding, Editing, or Deleting Users through File Uploads .
School	School associated with the user. To modify the school associated with a user, you must delete and add the user using file uploads. For details, see Adding, Editing, or Deleting Users through File Uploads .
Username	Email address for logging in to TIDE.
First Name	User's first name.
Last Name	User's last name.
Phone	User's phone number.

Adding User Accounts

When you add a user account, its role must be lower in the hierarchy than your role. (For an explanation of the user role hierarchy, see [Understanding User Roles and Permissions](#).)

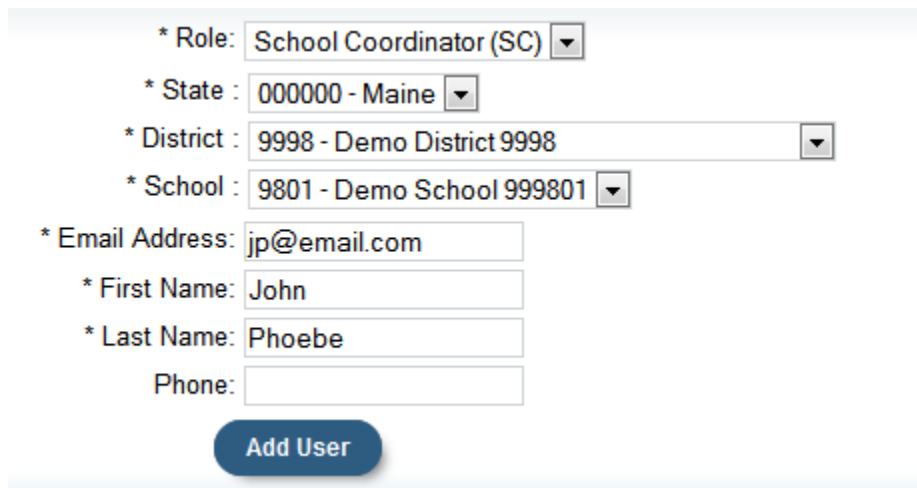
Referring to [Figure 2](#), school test coordinators can add test administrators, and district/system administrators can school test coordinators and test administrators. Furthermore, you can add only those users that fall within your institution. For example, district-level users can create school-level accounts only for schools within their district.

For a list of user roles that can perform this task, see [Table 2](#).

To add a user account:

1. Click the **Manage Users** tab, then click **Add User**. The **Add User** page appears.

Figure 17. Form Fields in the Add User Page



The screenshot shows the 'Add User' form with the following fields and values:

- * Role:** School Coordinator (SC) [dropdown arrow]
- * State :** 000000 - Maine [dropdown arrow]
- * District :** 9998 - Demo District 9998 [dropdown arrow]
- * School :** 9801 - Demo School 999801 [dropdown arrow]
- * Email Address:** jp@email.com
- * First Name:** John
- * Last Name:** Phoebe
- Phone:** [empty text box]

At the bottom of the form is a blue button labeled **Add User**.

2. Select the required role, state, district, and school associated with the new user.
3. Using [Table 3](#) as a reference, enter the user's first name, last name, email address, and other details in the optional fields.
4. Click **Add User**.

TIDE adds the account and sends the new user an activation email.

Deleting User Accounts

For a list of user roles that can perform this task, see [Table 2](#).

To delete user accounts:

1. Retrieve the user accounts you want to delete by following the procedure in the section [Retrieving User Accounts](#).
2. In the **View Users** page, do one of the following (see [Figure 12](#)):
 - Mark the checkbox for the accounts you want to delete.
 - Mark the checkbox at the top of the table to delete all retrieved user accounts.
3. Click **Delete**.
4. In the confirmation dialog box, click **OK**.

TIDE deletes the user accounts.

Adding, Editing, or Deleting Users through File Uploads

If you have many users to add, edit, or delete, it may be easier to perform those transactions through file uploads. This task requires familiarity with composing comma-separated value (CSV) files or working with Microsoft Excel. The following sections describe how to compose the files and then upload them to TIDE.

Understanding the User Upload File Format

The upload file is an Excel or CSV file with a heading row and data rows. [Table 4](#) describes the columns in the upload file and associated valid values.

Table 4: Columns in the User Upload File

Column	Description	Valid Values
StateAbbreviation	State abbreviation.	Any standard two-letter state abbreviation.
DISTRICT ID*	District associated with the user.	Four Digit District ID that exists in TIDE.

Column	Description	Valid Values
SCHOOL ID	School associated with the user.	Four Digit School ID that exists in TIDE. Must be associated with the district ID. Can be blank when adding district-level users.
FirstName*	User's first name.	Up to 35 characters.
LastName*	User's last name.	Up to 35 characters.
Email*	User's email address.	Any standard email address. Up to 128 characters that are valid for an email address. This is the user's username for logging in to TIDE.
Phone (Optional)	User's phone number.	Phone number in xxx-xxx-xxxx format. Extensions allowed.
Role*	User's role. For an explanation of user roles, see Understanding User Roles and Permissions .	One of the following: DSA—District/System administrator. SC—State test coordinator. TA—Test administrator.
Action*	Indicates if this is an add, modify, or delete transaction.	One of the following: Add—Add new user or edit existing user record. Delete—Remove existing user record.

*Required field.

[Figure 18](#) is an example of a simple upload file with the following transactions:

- The first row adds Thomas Walker as a TIDE user, specifying all fields except phone number.
- The second row modifies Thomas Walker’s account, changing his role and adding the phone number. In this case you must list values in all other columns, even if you do not change them.
- The third row deletes Thomas Walker’s account.
- The fourth row adds Patricia Martin as a test administrator for school 9000.
- The fifth row adds Patricia Martin as a school test coordinator for a different school—9001.

Figure 18. Sample User Upload File

	A	B	C	D	E	F	G	H
1	DISTRICTID	SCHOOLID	FIRSTNAME	LASTNAME	EMAIL	PHONE	ROLE	ACTION
2	99	9000	Thomas	Walker	twalker@example.com		TA	ADD
3	99	9000	Thomas	Walker	twalker@example.com	305-555-1212	SC	ADD
4	99	9000	Thomas	Walker	twalker@example.com	305-555-1212	SC	DELETE
5	99	9000	Patricia	Martin	pmartin@example.com		TA	ADD
6	99	9001	Patricia	Martin	pmartin@example.com		SC	ADD

Submitting a User Upload File

This section describes how to upload a file for adding, modifying, or deleting users. For a list of user roles that can perform this task, see [Table 2](#).

To submit a user upload file:

1. Click the **User Information** tab, then click **Upload Users**. The **Upload Users** page appears.
2. Download one of the file templates by clicking **Download Excel Template** or **Download CSV Template**.
3. Open the file in a spreadsheet application or text editor, and add a row for each user you want to add, modify, or delete. Be sure to follow the guidelines in [Table 4](#). Save the file on your computer.
4. In the **Upload Users** page, click **Browse**, and navigate to the file you created in step [3](#).

5. Click **Upload File**. TIDE displays a preview of the uploaded file (see [Figure 19](#)). Use this preview to verify you uploaded the correct file.

Figure 19. User Upload File Preview

District	School code	First Name	Last Name	Email	Phone Number	Role	Action
99	9000	Thomas	Walker	twalker@example.com		SC	ADD
99	9000	Thomas	Walker	twalker@example.com	207-555-1212	TA	ADD
99	9000	Thomas	Walker	twalker@example.com	207-555-1212	TA	DELETE
99	9000	Patricia	Martin	pmartin@example.com		TA	ADD
99	9001	Patricia	Martin	pmartin@example.com		TA	ADD

6. Click **Next**. TIDE validates the file and displays error messages, if any. For information about resolving error messages, see [Resolving File Upload Errors](#).



NOTE: Validation and commit of large files If your file contains a large number of records, TIDE processes it offline and sends you a confirmation email when complete. While TIDE is validating the file, do not press **Cancel** as TIDE may have already started processing some of the records. For more information, see [How TIDE Processes Large Files](#).

7. Click **Commit**. TIDE commits those records that do not have errors.

You can view a history of file uploads; see the section [Reviewing Upload History](#) for details.

Section V. Working with Student Information

This section describes how to add, modify, and delete students' records, and how those records affect testing and reporting.

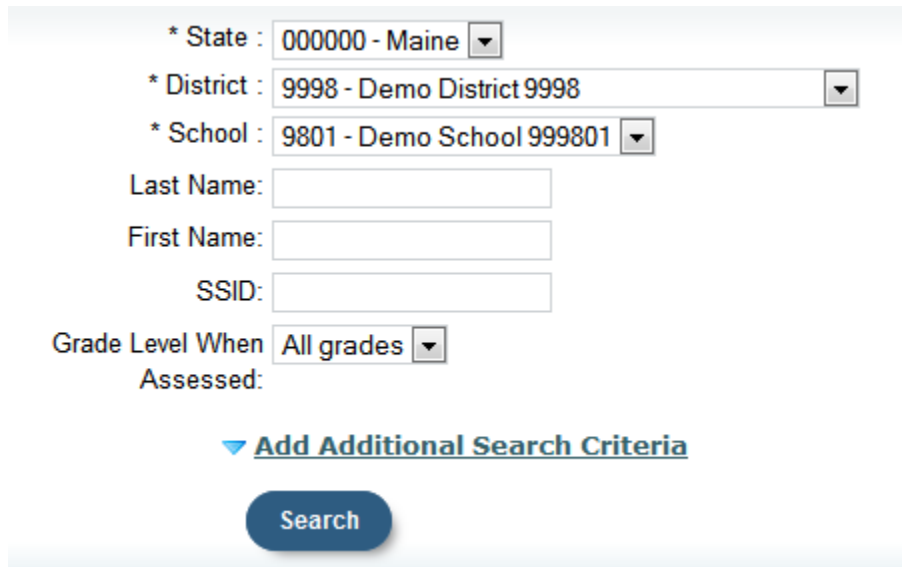
Retrieving Student Records

You can retrieve students' records that satisfy given criteria. For a list of user roles that can perform this task, see [Table 2](#).

To retrieve student records:

1. Click the **Manage Students** tab, then click **View/Edit Students**. The **View/Edit Students** page appears (see [Figure 20](#)).

Figure 20. Selection Fields in the View/Edit Students Page



* State : 000000 - Maine ▼

* District : 9998 - Demo District 9998 ▼

* School : 9801 - Demo School 999801 ▼

Last Name:

First Name:

SSID:

Grade Level When Assessed: All grades ▼

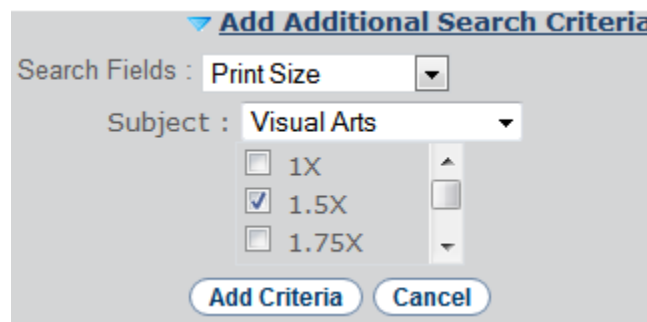
▼ [Add Additional Search Criteria](#)

2. From the drop-down lists, select search criteria.

3. *Optional.* To refine your search, do the following:

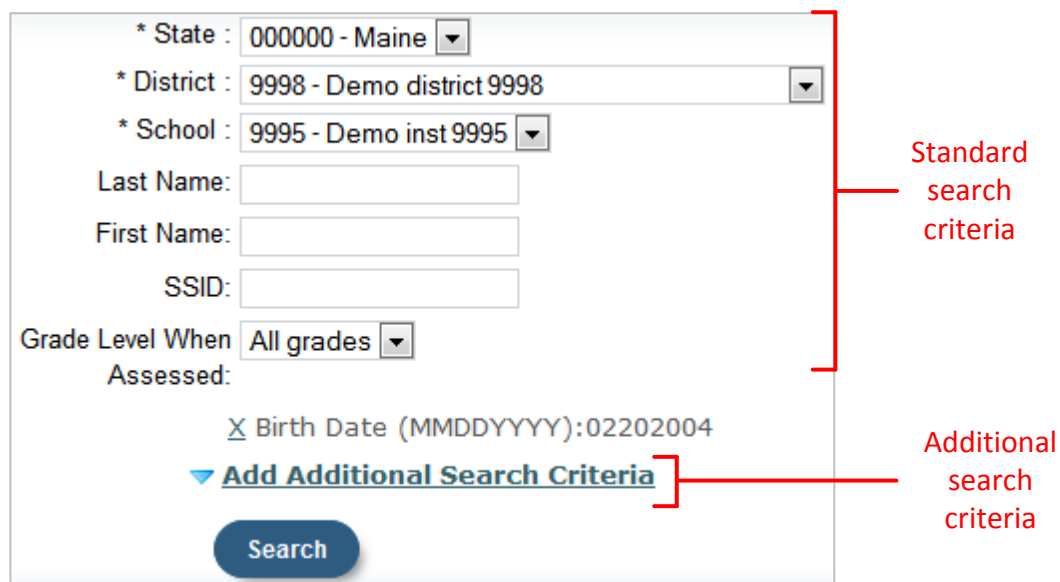
- a. Click **Add Additional Search Criteria**. Additional search fields appear (see [Figure 21](#)).

Figure 21. Additional Student Search Criteria (Form Fields)



- b. Make selections for the additional search criterion, and then click **Add Criteria**. TIDE displays the criterion in the **View/Edit Students** page (see [Figure 22](#)).

Figure 22. Additional Student Search Criteria (Displayed)



- c. Repeat steps [a](#)–[b](#) to add additional search criteria.
- d. To delete an additional search criterion, click **X** next to it.

- Click **Search**. TIDE displays the retrieved students at the bottom of the **View/Edit Students** page (see [Figure 23](#)).

Figure 23. Retrieved Students

Total Number of Students: 35										
Export										
<input type="checkbox"/>	View	State	District	School IRN	Last Name	First Name	Birth Date (MMDDYYYY)	SSID	Grade Level When Assessed	Sex
<input type="checkbox"/>	<button>View</button>	AI	AI_9998	AI_9998_9995				AI-9998-9999087670	05	Male
<input type="checkbox"/>	<button>View</button>	AI	AI_9998	AI_9998_9995	Dimitry	Sonel	01012001	AI-9998-9999087670	03	Female
<input type="checkbox"/>	<button>View</button>	AI	AI_9998	AI_9998_9995	Dimitry	Sonel	01012001	AI-9998-9999087670	03	Female

From the listing of retrieved students, you can do the following:

- View and edit detailed information about a student; see [Viewing and Editing Students](#).
- Sort the listing; see [Sorting Retrieved Records](#).
- Export the listing; see [Appendix A, Exporting Retrieved Records](#).

Viewing and Editing Students

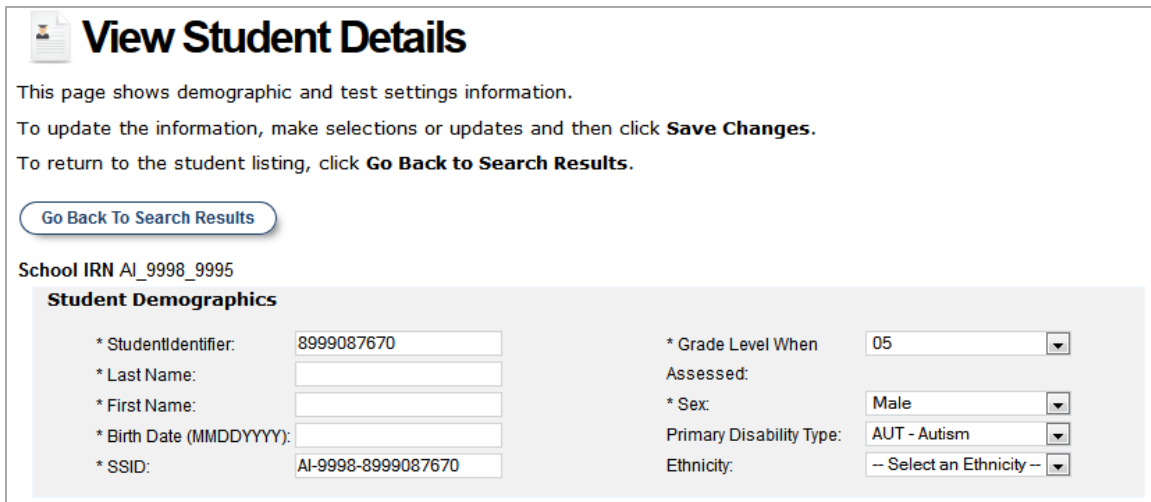
You can view and edit detailed information about a student's record. For a list of user roles that can perform this task, see [Table 2](#).

Student Demographics are automatically uploaded into TIDE through the Maine DOE Infinite Campus State Edition System. Student Demographics cannot be modified in TIDE. If student data is incorrect, please correct within your School's enrollment program.

To view student details:

5. Retrieve the student record you want to view or edit by following the procedure in the section [Retrieving Student Records](#).
6. In the listing of retrieved records, click **View** corresponding to the student whose record you want to view (see [Figure 23](#)). The **View Student Details** page appears (see [Figure 24](#)).

Figure 24. View Student Details Page (Top Portion)



View Student Details

This page shows demographic and test settings information.

To update the information, make selections or updates and then click **Save Changes**.

To return to the student listing, click **Go Back to Search Results**.

[Go Back To Search Results](#)

School IRN AI_9998_9995

Student Demographics

* StudentIdentifier:	8999087670	* Grade Level When Assessed:	05
* Last Name:		* Sex:	Male
* First Name:		Primary Disability Type:	AUT - Autism
* Birth Date (MMDDYYYY):		Ethnicity:	-- Select an Ethnicity --
* SSID:	AI-9998-8999087670		

7. If your user role allows it, modify the student's record as required. Use [Table 5](#) as a reference.
8. Click **Save**.
9. To return to the listing of student accounts, click **Go Back to Search Results**. (Do not use your browser's Back button to return to the listing.)

[Table 5](#) describes the fields in the **View Student Details** page.

Table 5. Fields in the View Student Details Page

Column Name	Description	Valid Values
School ID*	School where the student is enrolled	Four Digit School Code. Must exist in TIDE and be associated with the District ID.
Last Or Surname*	Student's last name	Up to 35 alphanumeric characters.
First Name*	Student's first name	Up to 35 alphanumeric characters.
Middle Name*	Student's middle name	Up to 35 alphanumeric characters.
Birthdate	Day on which student was born	Date in format YYYY-MM-DD. Add leading zero for single-digit numbers.
SSID*	State-assigned student identifier which is unique within the district	Nine Digit MEDMS SSID.
Confirmation Code*	LastNameFirstNameSSID	Up to 30 ASCII characters.
Grade Level When Assessed*	Student's enrolled grade	Two-character grade in the range 03–12. Add leading zero for single-digit numbers.
Gender*	Student's gender	One of the following: M—Male F—Female
Race and Ethnicity*		
Hispanic Or Latino Ethnicity	Is the student classified as Hispanic or Latino?	One of the following: Y—Yes N—No
American Indian Or Alaska Native	Is the student classified as American Indian or Alaskan Native?	One of the following: Y—Yes N—No
Asian	Is the student classified as Asian?	One of the following: Y—Yes N—No

Black Or African American	Is the student classified as Black or African American?	One of the following: Y—Yes N—No
White	Is the student classified as White?	One of the following: Y—Yes N—No
Native Hawaiian Or Other Pacific Islander	Is the student classified as Native Hawaiian or other Pacific Islander?	One of the following: Y—Yes N—No
Demographic Race Two Or More Races	Is the student classified as having two or more races?	One of the following: Y—Yes N—No
IDEA Indicator*	Is the student classified as an IDEA student?	One of the following: Y—Yes N—No
LEP Status*	Is the student classified as a LEP student?	One of the following: Y—Yes N—No
Section 504 Status*	Is the student classified as a 504 student?	One of the following: Y—Yes N—No Unknown/CannotProvide— Unknown or cannot provide
Language Code (not required for TIDE in Maine)	The primary language spoken by the student	Up to 3 alphanumeric characters.
English Language Proficiency Level (not required for TIDE in Maine)	Student's English language proficiency status	Up to 20 alphanumeric characters.
Migrant Fg (not required for TIDE in Maine)	Student's migrant status	One of the following: Y—Yes N—No
First Entry Date Into US School*	Date the student first enrolled in a U.S. school	Date in format YYYY-MM-DD. Add leading zero for single-digit numbers.

Limited English Proficiency Entry Date (not required for TIDE in Maine)	Date the student entered the LEP program	Date in format YYYY-MM-DD. Add leading zero for single-digit numbers.
LEP Exit Date (not required for TIDE in Maine)	Date the student exited the LEP program	Date in format YYYY-MM-DD. Add leading zero for single-digit numbers.
Title III Language Instruction Program Type (not required for TIDE in Maine)	Student's Title III Language Instruction Program Type	One of the following: Dual Language—Dual language Two Way Immersion—Two-way immersion Transitional Bilingual—Transitional bilingual Developmental Bilingual—Developmental bilingual Heritage Language—Heritage language Sheltered English Instruction—Sheltered English instruction Structured English Immersion—Structured English immersion SDAIE—Specially designed academic instruction delivered in English (SDAIE) Content Based ESL—Content-based ESL Pull Out ESL—Pull-out ESL Other—Other

<p>Primary Disability Type (not required for TIDE in Maine)</p>	<p>Major or overriding disability condition that best describes a student's impairment</p>	<p>One of the following:</p> <ul style="list-style-type: none"> 13—Autism 10—Deaf-blindness 06—Emotional Disability 02—Hearing Impairment 03—Deafness 01—Intellectual Disability 11—Multiple Disabilities 07—Orthopedic Impairment 08—Other Health Impairment 09—Specific Learning Disability 04—Speech and Language Impairment 14—Traumatic Brain Injury 05—Visual Impairment including Blindness
<p>Paper Tester</p>	<p>Is the student classified as a paper tester?</p>	<p>One of the following:</p> <ul style="list-style-type: none"> Y—Yes N—No

*Required field.

Printing Testing Tickets and PreID Labels

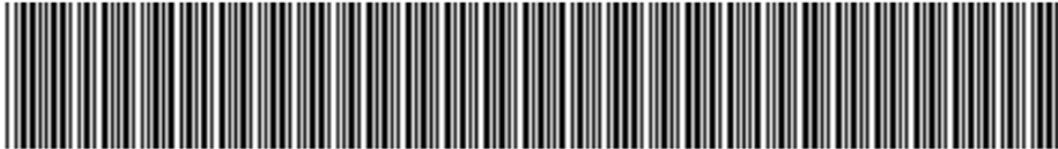
A testing ticket is a hardcopy form that includes a student's username for logging into a test. Referring to the example [Figure 25](#), the student's username for testing is 55400.

Figure 25. Sample Testing Ticket

TEST TICKET	
DEMO DISTRICT 9997 (9997)	
DEMO SCHOOL 999701 (999701)	
LASTNAME : Dennis	
FIRSTNAME : Merry	GRADE : 05
DOB : 09/09/2001	ID : 9999999004

A PreID label is a label that you affix to a student's testing materials, such as an answer booklet. Referring to the example in [Figure 26](#), the student's name, SSID, and identifying barcode appear on the label. The test administrator affixes this label to the student's answer booklet.

Figure 26. Sample PreID Label

Spring 2015 MEAELA Writing		
ESE : L , S504 : Y		
Lastname3, Firstname3 M		
DIST/SCH: 9999-9000		
Demo School 9000		
GRD: 04	GEN: M	DOB: 01312014
ID: 9901234002	RACE: W	HISP/LATINO: N
On-Demand		
		
P5195111 9710520 8		

TIDE generates the tickets or labels as PDF files that you download with your browser. See [Table 2](#) for a list of users who can perform this task.

To print testing tickets or PreID labels:

10. Retrieve the students for which you want to print tickets or labels by following the procedure in the section [Retrieving Student Records](#).
11. Click the column headings to sort the retrieved students in the order by which you want them printed. (For information about sorting, see [Sorting Retrieved Records](#).)
12. Do one of the following (see [Figure 12](#)):
 - Mark the checkboxes for the students you want to print.
 - Mark the checkbox at the top of the table to print tickets or labels for all retrieved students.
13. Do one of the following:
 - To print testing tickets, click **Print Testing Tickets**.
 - To print PreID labels, click **Print PreID Labels**.

Your browser downloads the generated PDF file.

Section VI. Working with Appeals

In the normal flow of a test, the student takes the test in TDS and then submits it. Next, TDS forwards the test for scoring, and then ORS reports the tests scores.

Appeals are a way of changing this flow. A student may need to re-take a test or have another test opportunity. A test administrator may want to invalidate a test because of an impropriety. This section describes how you view, create, and approve appeals. Who may create an appeal is dependent on your user role. Test Administrators (TAs) must discuss appeal requests with School Test Coordinators (SCs). SCs must discuss appeal requests with District/System Administrators (DSAs). DSAs are the only user role that has access in the TIDE system to file appeals.

Understanding Appeals

This section describes two aspects of appeals: the types of appeals and the statuses of appeals.

Types of Appeals

[Table 6](#) lists the available types of appeals.

Table 6. Types of Appeals

Type	Description
Invalidations	Eliminates the test opportunity, and the student has no further opportunities for the test. You can submit these appeals until the end of the test window.
Resets	Allows the student to restart a test. You can submit these appeals until the end of the test window.
Re-opens	Re-opens a test whose window expired before the student completed the test.
Restore	Allows the student to revert to the original test opportunity before the test was reset. You can submit these appeals until the end of the test window.
Report Problem with Item	<p>Sends a problem report to Maine DOE and AIR regarding a test item. Scenarios that warrant this request include the following:</p> <ul style="list-style-type: none"> • A duplicate item in a test opportunity for a subject. • The student believes that an item may not contain a correct answer or may contain more than one correct answer. • An item that references a stimulus or graphic that does not display. <p>You must know the Result ID and item number for that student's test. To locate a student's Result ID, generate a participation report in the Online Reporting System's Test Management Center.</p>



WARNING: Timing of resets and restores: Submit resets and restores at least one day prior to the end of a test window so that students can complete their test opportunity.

Status of Appeals

An appeal's status can change throughout its life cycle. [Table 7](#) lists the available statuses. Many of the statuses have a corresponding reason or description, which you can view in the Comments column of the **View Appeals** page (see [Figure 28](#)).

Table 7. Statuses of Appeals

Appeal Status	Description of Status
Error Occurred	An error was encountered while the appeal was being processed.
Pending Approval	Appeal is pending approval. Appeals require approval before processing.
Processed	Appeal was successfully processed and the test opportunity has been updated.
Rejected	Appeal was rejected.
Rejected by System	Test Delivery System was unable to process the appeal.
Requires Resubmission	Appeal must be resubmitted.
Retracted	Originator retracted the appeal.
Submitted for Processing	Appeal submitted to Test Delivery System for processing.

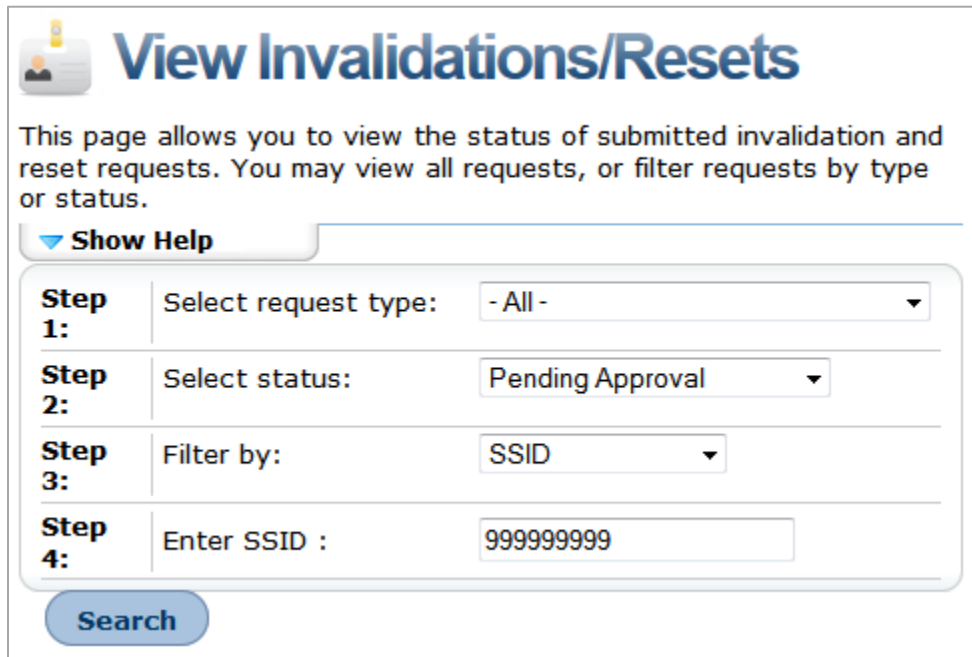
Retrieving Appeals

You can retrieve appeals that satisfy given criteria. For a list of user roles that can perform this task, see [Table 2](#).

To retrieve appeals:

1. Click the **Appeals** tab, then click **View Appeals**. The **View Appeals** page appears (see [Figure 27](#)).

Figure 27. Selection Fields in the View Appeals Page



View Invalidations/Resets

This page allows you to view the status of submitted invalidation and reset requests. You may view all requests, or filter requests by type or status.

▼ Show Help

Step 1:	Select request type:	- All -
Step 2:	Select status:	Pending Approval
Step 3:	Filter by:	SSID
Step 4:	Enter SSID :	999999999

Search

2. From the *Select Request Type* drop-down list, select the type of appeal you want to retrieve. For a listing of available types, see [Table 6](#).
3. From the *Select Status* drop-down list, select the status of the appeals you want to retrieve. For a listing of statuses, see [Table 7](#).
4. From the *Filter By* drop-down list, select a field by which you want to search.
5. If you selected something other than **-All-** in step [4](#), enter a value for the search field you selected.

6. Click **Search**. TIDE displays the found appeals at the bottom of the **View Appeals** page (see [Figure 28](#)).

Figure 28. Retrieved Appeals

Export													
Case Number	Request Type	Status	Request Date	Comments	SSID	Result ID	Student's First Name	Student's Last Name	Test	Test Opp #	Test Status	Requested By	Test Start Date
455	Reset a test	Processed	2/20/2014 2:16:59 PM	show comment	ZZ9999993	36	FirstName993	LastName993	OH-Alt-SR-PAPER-Mathematics-5	1	paused	User, State	
364	Invalidate a test	Processed	2/11/2014 11:52:39 AM	show comment	ZZ9999901	11	FirstName901	LastName901	OH-Alt-PAPER-Mathematics-5	1	invalidated	dtctest, dtctest	1/31/2014 1:10:00 PM
381	Invalidate a test	Processed	2/11/2014 3:04:51 PM	show comment	ZZ9999901	10	FirstName901	LastName901	OH-Alt-PAPER-ELA-5	1	invalidated	DA, Test	1/31/2014 1:00:32 PM

7. *Optional:* To review additional information about an appeal, click **show comment**.

[Table 8](#) describes the fields in the **View Appeals** page.

Table 8. Fields in the View Appeals Page

Field	Description
Case Number	ID number associated with the appeal.
Request Type	One of the appeal types listed in Table 6 .
Reason	Reason appeal was submitted.
Status	One of the status codes listed in Table 7 .
Request Date	Date appeal was created.
Comments	Comment or explanation added by user who created the appeal.
SSID	Student's SSID associated with the result.
Result ID	Result ID associated with a test opportunity. A test can have more than one opportunity.
Student's First Name	Student's first name.
Student's Last Name	Student's last name.
Test	Name of the test associated with the appeal.
Test Opp #	Test opportunity associated with the result ID.

Field	Description
Test Status	<p>Approved—TA approved the student for the session, but the student has not yet started or resumed the test.</p> <p>Completed—Student submitted the test for scoring. No additional action can be taken by the student.</p> <p>Denied—TA denied the student entry into the session. If the student attempts to enter the session again, this status changes to Pending until the TA approves or denies the student.</p> <p>Expired—Student did not complete the opportunity, and cannot resume the test because the test opportunity expired.</p> <p>Invalidated—The test result was invalidated.</p> <p>Paused—The test is currently paused as a result of one of the following:</p> <ul style="list-style-type: none"> • Student or TA clicked the Pause button on the test. • Student or TA idled for too long and the test automatically paused. • Test Administrator stopped the student's session. • Student's browser or computer shut down or crashed. <p>Pending—Student is awaiting TA approval for a new test opportunity.</p> <p>Reported—Student's score for the completed test has been submitted to the reporting system.</p> <p>Review—Student has answered all test items and is currently reviewing answers before submission for scoring.</p> <p>Scored—Test Delivery System processed the student's answers on the test.</p> <p>Started—Student started or resumed the test and is actively testing.</p> <p>Submitted—Test was submitted for quality assurance review and scoring before it is sent to the Online Reporting System.</p> <p>Suspended—Student is awaiting TA approval to resume a test opportunity.</p>
Requested by	User who created the appeal.
Test Start Date	Date student started the test opportunity.

From the listing of retrieved appeals, you can do the following:

- Sort the listing; see [Sorting Retrieved Records](#).
- Export the listing; see [Appendix A, Exporting Retrieved Records](#).

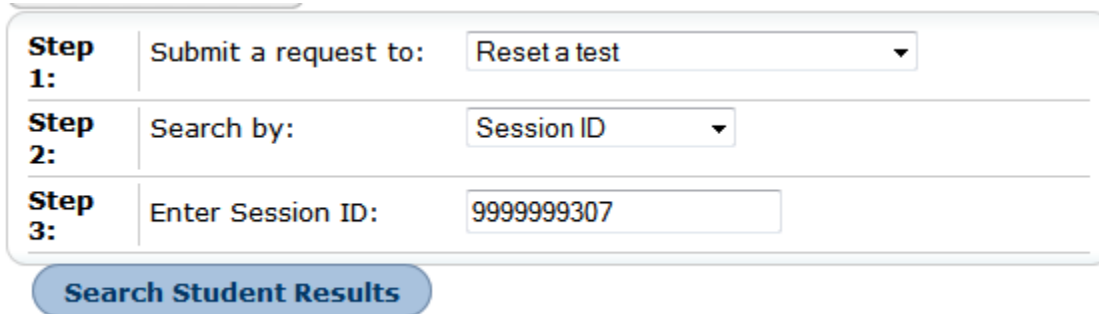
Creating Appeals

Some users can create an appeal for a given test result. For a list of user roles that can perform this task, see [Table 2](#).

To create appeals:

1. Retrieve the result for which you want to create an appeal by doing the following:
 - a. Click the **Appeals** tab, then click **Create Appeals**. The **Create Appeals** page appears (see [Figure 29](#)).

Figure 29. Selection Fields in the Create Appeals Page



Step 1:	Submit a request to:	Reset a test
Step 2:	Search by:	Session ID
Step 3:	Enter Session ID:	9999999307

Search Student Results

- b. From the drop-down lists and in the text field, enter search criteria.
 - c. Click **Search Student Results**. TIDE displays the found results at the bottom of the **View Appeals** page (see [Figure 30](#)).

Figure 30. Retrieved Appeals

	Reason	Request Type	Result ID	SSID	Student's First Name	Student's Last Name	Test	Test Opp #	Test Status	Status	Test Start Date	Date of Last Activity
Create	<input type="text"/>	Invalidate a test	23	ZZ9999990	Jane	Smith	MEA-ELA Grade 5	1	invalidated	Processed	2/24/2014 1:40:24 PM	2/26/2014 9:30:34 AM
Create	<input type="text"/>	Invalidate a test	25	ZZ9999990	Jane	Smith	MEA-Math Grade 5	1	paused		2/24/2014 11:10:24 AM	2/25/2014 11:15:12 AM
Create	<input type="text"/>	Invalidate a test	26	ZZ9999990	Jane	Smith	MEA-ELA Grade 5	1	paused		2/24/2014 1:40:24 PM	2/24/2014 2:30:11 AM

2. For each result for which you want to create an appeal, enter the reason in the text box, and then click **Create**. TIDE displays a confirmation message.

Creating Appeals Through File Uploads

If you have many appeals to create, it may be easier to perform those transactions through file uploads. This task requires familiarity with composing comma-separated value (CSV) files or working with Microsoft Excel. The following sections describe how to compose the files and then upload them to TIDE.

Understanding the Appeal Upload File Format

The upload file is an Excel or CSV file with a heading row and data rows. [Table 9](#) describes the columns in the upload file and associated valid values.

Table 9: Columns in the Appeals Upload File

Column Name	Description	Valid Values
Type*	Type of Appeal.	One of the following: Invalidate a test Reset a test Re-open a test Revert a test that's been reset
Search Type*	Student field to perform a search on.	One of the following: Result ID Session ID SSID
Search Value*	Search value corresponding to the search type.	Up to 1,000 alphanumeric characters. The value must exist in TDS or TIDE. For example, specifying a result ID of 123456 requires that this result ID exist in TDS.
Reason*	Reason for creating impropriety.	Up to 1,000 alphanumeric characters.

*Required field.

[Figure 31](#) is an example of a simple upload file that re-opens a test with result ID 99999999.

Figure 31. Sample Appeals Upload File

	A	B	C	D
1	TYPE	SEARCHTYPE	SEARCHVALUE	REASON
2	Re-open a test	Result ID	99999999	Student was ill during test window.

Submitting an Appeal Upload File

This section describes how to upload a file for adding appeals. For a list of user roles that can perform this task, see [Table 2](#).

To submit an appeal upload file:

1. Click the **Appeals** tab, then **Upload Appeals**. The **Upload Appeals** page appears.
2. Download one of the file templates by clicking **Download Excel Template** or **Download CSV Template**.
3. Open the file in a spreadsheet application or text editor, and add a row for each appeal you want to add. Be sure to follow the guidelines in [Table 9](#). Save the file on your computer.
4. In the **Upload Appeals** page, click **Browse**, and navigate to the upload file you created in step 3.
5. Click **Upload File**. TIDE displays a preview of the uploaded file (see [Figure 32](#)). Use this preview to verify you uploaded the correct file.

Figure 32. Appeals Upload File Preview



Upload Test Impropriety

This task allows you to upload a file containing test impropriety requests. To begin, click [Browse] to navigate to the location of the saved file on your computer.

This task has five main steps: 1) Upload File, 2) Preview File, 3) Validate File, 4) Commit Selected Records, and 5) Confirmation. This process allows you to confirm that the correct file was uploaded and that it contains no errors.

Note: If you have just a few requests, you can click on the [Create Test Impropriety] tab and create each request one at a time.

To minimize errors in your upload file, download either template file and save it to your computer. You can open both using Microsoft Excel.

[Download CSV Specification File](#) [Download Excel Specification File](#)

STEP 1 Upload File → STEP 2 Preview File → STEP 3 Validate File → STEP 4 Commit Selected Records
STEP 5 Confirmation

Upload File - To begin uploading your file, click [Browse] and navigate to the file on your computer or enter the file path, then click [OK]. After you have selected the file, please click [Upload File] to begin the upload process.

[Browse...](#)

[Upload File](#) [Cancel](#)

6. Click **Next**. TIDE validates the file and displays error messages, if any. For information about resolving error messages, see [Resolving File Upload Errors](#).



NOTE: Validation and commit of large files If your file contains a large number of records, TIDE processes it offline and sends you a confirmation email when complete. While TIDE is validating the file, do not press **Cancel** as TIDE may have already started processing some of the records. For more information, see [How TIDE Processes Large Files](#).

7. Click **Commit**. TIDE commits those records that do not have errors, and sends a confirmation email.

You can view a history of file uploads; see the section [Reviewing Upload History](#) for details.

Section VII. Working with Rosters of Students

Rosters are groups of students associated with a teacher in a particular school. Rosters typically represent entire classrooms in lower grades, or individual classroom periods in upper grades. Rosters can also represent special courses offered to groups of students.

The rosters you create in TIDE are available in the Online Reporting System. ORS can aggregate test scores at these roster levels.

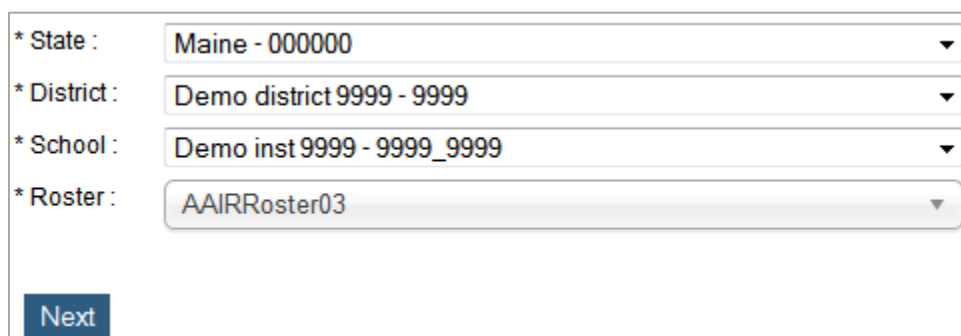
Viewing Rosters

You can view rosters associated with your district or school. For a list of user roles who can perform this task, see [Table 2](#).

To view a roster:

1. Click the **Rosters** tab, then **Manage Rosters**. The **Manage Rosters** page appears (see [Figure 33](#)).

Figure 33. Manage Rosters Screen—selection fields



* State : Maine - 000000

* District : Demo district 9999 - 9999

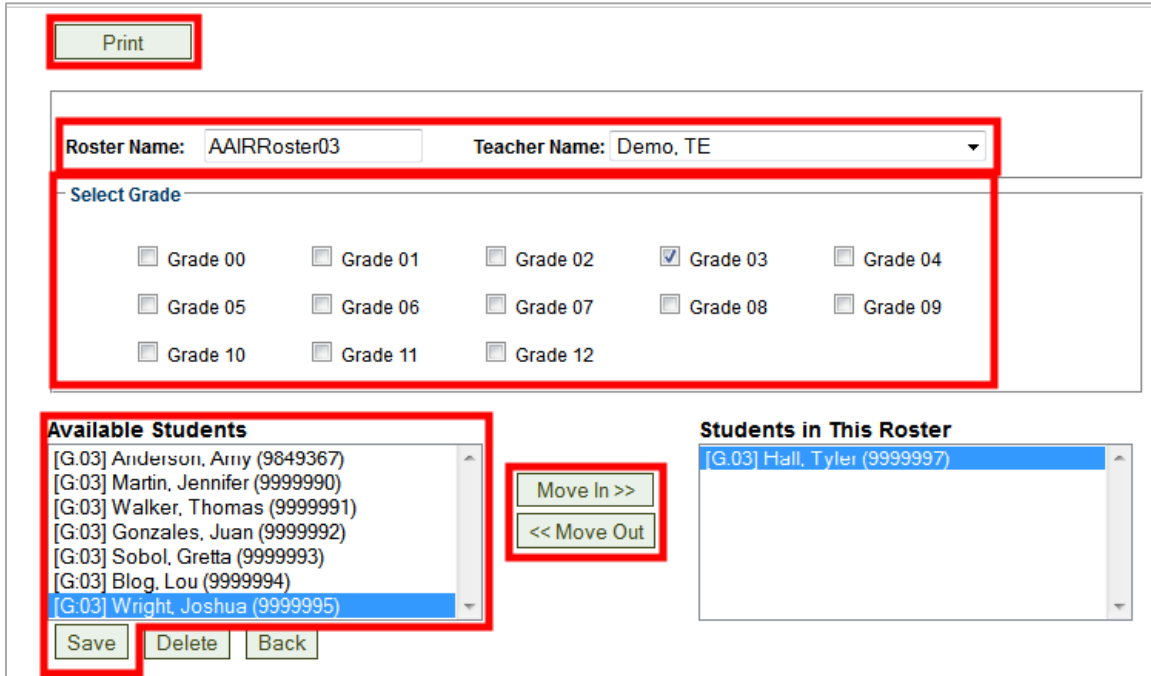
* School : Demo inst 9999 - 9999_9999

* Roster : AAIRRoster03

Next

2. From the *District* and *School* drop-down lists (as available), make selections for the district and school associated with the roster you want to view.
3. From the **Roster** drop-down list, select the roster you want to view. The **Manage Rosters** page appears, showing a list of students in the selected roster and the associated teacher (see [Figure 34](#)).

Figure 34. Manage Roster Screen—Viewing a Roster's Students



Print

Roster Name: AAIRRoster03 **Teacher Name:** Demo, TE

Select Grade

☐ Grade 00 ☐ Grade 01 ☐ Grade 02 ☒ Grade 03 ☐ Grade 04
☐ Grade 05 ☐ Grade 06 ☐ Grade 07 ☐ Grade 08 ☐ Grade 09
☐ Grade 10 ☐ Grade 11 ☐ Grade 12

Available Students

[G.03] Anderson, Amy (9849367)
[G.03] Martin, Jennifer (9999990)
[G.03] Walker, Thomas (9999991)
[G.03] Gonzales, Juan (9999992)
[G.03] Sobol, Gretta (9999993)
[G.03] Blog, Lou (9999994)
[G.03] Wright, Joshua (9999995)

Save **Delete** **Back**

Move In >>
<< **Move Out**

Students in This Roster

[G.03] Hall, Tyler (9999997)

Adding a New Roster

You can create rosters from students associated with your school or district. For a list of user roles who can perform this task, see [Table 2](#).

To add a roster:

1. Click the **Rosters** tab, then **Manage Rosters**. The **Manage Rosters** page appears (see [Figure 33](#)).
2. From the *District* and *School* drop-down lists, make selections for the district and school containing the roster you want to add.
3. From the **Roster** drop-down list, select – **Add New Roster**. The **Manage Rosters** screen appears (see [Figure 34](#)).
4. In the *Roster Name* field, enter a name for the roster.
5. From the *Teacher Name* drop-down list, select the roster's teacher.
6. Mark the checkboxes for all the grades from which you wish to build the roster. The names of all the available students in the selected grades appear in the Available Students list.

7. Select each student you want to add to the roster, then click **Move In >>**. The students you selected move from the Available Students list to the Students in This Roster list.
8. Click **Save**.

Modifying an Existing Roster

You can modify rosters by adding students or removing students. For a list of user roles who can perform this task, see [Table 2](#).

To modify a roster:

1. Click the **Rosters** tab, then **Manage Rosters**. The **Manage Rosters** page appears (see [Figure 33](#)).
2. From the *District*, *School*, and *Roster* drop-down lists, make selections for the roster you want to modify.
3. Click **Next**. The **Manage Rosters** page appears (see [Figure 34](#)).
4. Change the roster's name and associated teacher as required.
5. To add students to the roster, do the following:
 - a. Mark the checkbox for the appropriate grade. The students associated with the grade appear in the Available Students list.
 - b. From the **Available Students** list, select the students you want to add to the roster, then click **Move In >>**.
6. To remove students from the roster, do the following:
 - a. From the Students in this Roster list, select the students you want to remove.
 - b. Click **<< Move Out**.
7. Click **Save**.

Deleting a Roster

You can delete rosters created in TIDE, or the Online Reporting System. For a list of user roles who can perform this task, see [Table 2](#).

1. Click the **Rosters** tab, then **Manage Rosters** tab. The **Manage Rosters** page appears (see [Figure 33](#)).
2. From the *District*, *School*, and *Roster* drop-down lists, make selections for the roster you want to modify.
3. Click **Next**. The **Manage Rosters** page appears (see [Figure 34](#)).
4. Click **Delete**.

Printing a Roster

You can print a roster. For a list of user roles who can perform this task, see [Table 2](#).

1. Click the **Rosters** tab, then **Manage Rosters**. The **Manage Rosters** page appears (see [Figure 33](#)).
2. From the *District*, *School*, and *Roster* drop-down lists, make selections for the roster you want to modify.
3. Click **Next**. The **Manage Rosters** page appears (see [Figure 34](#)).
4. Click **Print**. A printer-friendly version of the roster appears in your browser.

Figure 35. Printer-Friendly Version of a Roster

<div>Print</div> <div>School ID : 000003</div> <div>School Name: AIR School</div> <div>Teacher Name: - Select A Teacher -</div> <div>Roster Name: ABC12334</div>		
Student Last Name	Student First Name	Student Identifier (SSID)
0xC081BC41E32CEC76BECC44AC5B354DCB2C1353BD	0xC081BC41E32CEC76BECC44AC5B354DCB2C1353	0x5D4BA44E778561A4927899D78B8AD6F731559315
0x3DC34D9D21AF9BD2C365F2072AE2E13B4030E697	0x3DC34D9D21AF9BD2C365F2072AE2E13B4030E697	0xC0AF30A77AA72FF1A71EBEB604A3F5AE01E1E6DA
0xD6058AC7E2259C259D015680A016FE711A0502FA	0xD6058AC7E2259C259D015680A016FE711A0502FA	0xFD725F673D38FDBA343BDA3B2B1EE5968EED5A3E

Creating Rosters Through File Uploads

If you have many rosters to create, it may be easier to perform those transactions through file uploads. This task requires familiarity with composing comma-separated value (CSV) files or working with Microsoft Excel. The following sections describe how to compose the files and then upload them to TIDE.

Understanding the Roster Upload File Format

The upload file is an Excel or CSV file with a heading row and data rows. [Table 10](#) describes the columns in the upload file and associated valid values.

Table 10: Columns in the Rosters Upload File

Column Name	Description	Valid Values
District ID*	District associated with the roster.	Four Digit District ID that exists in TIDE.
School ID	School associated with the roster.	Four Digit School ID that exists in TIDE. Must be associated with the district ID. Can be blank when adding district-level rosters.
User Email ID*	Email address of the teacher associated with the roster.	Email address of a teacher existing in ORS.
Roster Name*	Name of the roster.	Up to 20 characters.
SSID*	Student's unique identifier within the district.	Nine Digit Student SSID #

*Required field.

Figure 36. Sample Roster Upload File is an example of a simple upload file that creates a roster with two students.

Figure 36. Sample Roster Upload File

	A	B	C	D	E
1	District ID	School ID	Email	Roster Name	SSID
2	99	9999	me@email.com	American History	9999999999
3	99	9999	me@email.com	American History	9999999998

- The first row does the following:
 - If the roster American History does not exist in school 9999, TIDE does the following:
 - Creates the roster American History.
 - Associates the teacher whose email address is me@email.com with the roster.
 - Adds the student ID 9999999999 to the roster American History.
- The second row adds the student ID 9999999998 to the roster American History.

Submitting a Roster Upload File

This section describes how to upload a file for creating rosters. For a list of user roles that can perform this task, see [Table 2](#).

To submit a roster upload file:

1. Click the **Rosters** tab, then **Upload Rosters**. The **Upload Rosters** page appears.
2. Download one of the file templates by clicking **Download Excel Template** or **Download CSV Template**.
3. Open the file in a spreadsheet application or text editor, and add a row for each student-roster pair you want to add. Be sure to follow the guidelines in [Table 10](#). Save the file on your computer.
4. In the **Upload Rosters** page, click **Browse**, and navigate to your upload file you created in step [3](#).

- Click **Upload File**. TIDE displays a preview of the uploaded file (see [Figure 37](#)). Use this preview to verify you uploaded the correct file.

Figure 37. Roster Upload File Preview

<div>Next Cancel</div>			
District IRN	School IRN	Email	Roster Name
99	9999	me@email.com	American History
99	9999	me@email.com	American History

- Click **Next**. TIDE validates the file and displays error messages, if any. For information about resolving error messages, see [Resolving File Upload Errors](#).



NOTE: Validation and commit of large files If your file contains a large number of records, TIDE processes it offline and sends you a confirmation email when complete. While TIDE is validating the file, do not press **Cancel** as TIDE may have already started processing some of the records. For more information, see [How TIDE Processes Large Files](#).

- Click **Commit**. TIDE commits those records that do not have errors, and sends a confirmation email.

You can view a history of file uploads; see the section [Reviewing Upload History](#) for details.

Section VIII. Downloading and Installing Voice Packs

The NeoSpeech™ Julie Voice Packs are software application for reading text from a computer screen. Students with a text-to-speech accommodation can use these voice packs during a test opportunity. You can download and install the voice packs from TIDE and install them on the testing computers.

For a list of user roles that can perform this task, see [Table 2](#).

To download the voice packs:

1. Click the **Voice Pack** tab. The **Voice Pack** page appears.
2. Click **Download** for the voice pack you want to install. Your browser downloads the installation file onto your computer. If you have an option to run or save the file, save it.
3. Read the installation instructions available from the **Download Voice Pack** page, and then proceed with installation.

Appendix A. Exporting Retrieved Records

When you retrieve a group of records, such as students or users, only a few records are visible on the screen at a time. You can export all the records as a file, which may be more convenient for viewing and analysis.

For a list of user roles that can perform this task, see [Table 2](#).

To export retrieved records:

1. *Optional:* In the list of retrieved records (see, for example, [Figure 23](#)), mark the checkboxes next to the records you want to export. You can select all the records by clicking the checkbox in the header next to **View**.
2. Above the list of retrieved records, hover the mouse over **Export**. A list of export options appears (see [Figure 38](#)).

Figure 38. Export Options



3. Referring to [Table 11](#), click the desired export option.
4. Depending on your browser's configuration, you can save the file to disk or open it directly in a spreadsheet application.

Table 11. Export Options

Option	Description
Export all to Excel	Exports all retrieved records in xlsx format. Use this format if you have Excel 2007 or later versions.
Export selected to Excel	Exports selected records in xlsx format. Use this format if you have Excel 2007 or later versions.
Export all to CSV	Exports all retrieved records in CSV format. Use this format if you have Excel 2003 or earlier versions.

Option	Description
Export selected to CSV	Exports selected records in CSV format. Use this format if you have Excel 2003 or earlier versions.

Appendix B. Processing File Uploads

This appendix describes how TIDE processes file uploads.

How TIDE Processes Large Files

If your file contains a large number of records, TIDE processes it offline. TIDE displays a page with your name and default email address, and prompts you to provide a phone number and optional alternate email. When TIDE finishes validating the file, you receive a confirmation email. When TIDE finishes committing the records to its databases, you receive a second confirmation email.

[Table 12](#) lists the various upload files and the number of records in those files that triggers offline processing. For example, if your user upload file contains 1,000 records or more, TIDE processes that file offline.

Table 12. Record Thresholds for Offline Processing

Upload File	Offline Processing Threshold
Users	1,000
Test Settings	1,000
Appeals	1,000
Rosters	1,000

How TIDE Validates File Uploads

After you submit an upload file, TIDE applies two validations: layout and data.


- *Layout validation* determines if the records have proper format. This includes checks for alphanumeric or numeric-only values and record length. For example, if the SSID field in the student upload file is numeric only, and a record has a letter in that field, the record does not pass layout validation.
- *Data validation* determines if the fields contain valid data. For example, if a record in the student upload file contains a school ID that does not exist in TIDE, the record does not pass data validation.

If TIDE displays validation errors, you can resolve them by following the recommendations in [Resolving File Upload Errors](#).

Resolving File Upload Errors




During validation, TIDE displays messages for the errors it detects, as in the example in [Figure 39](#).

Figure 39. Sample Error Messages

Record Number	Field Name	Field Value	Validation Message
 1	DISTRICTIRN	000002	User is not authorized to upload students for district
 2	DISTRICTIRN	009999	A valid attending district IRN is required

The first column in the table of error messages shows an icon that indicates the error's severity. [Table 13](#) describes those icons and associated resolutions.

Table 13. File Upload Error Icons and Resolutions

Icon	Description	Resolution
	Indicates the record causes the entire upload file to fail.	Click Cancel to abort the file upload. Make the indicated correction, and upload the file again.
	Indicates TIDE ignores the record due to an error.	One of the following: <ul style="list-style-type: none"> Click Commit to submit all records that have no errors. Repair those records that have errors and submit them in a separate file. Click Cancel to abort the file upload. Make the indicated corrections, and upload the file again.
	Warning that the record has an error; TIDE accepts it anyway.	One of the following: <ul style="list-style-type: none"> Click Commit to submit all records that have warnings. Review the warning messages, repair the records as necessary, and upload them again in a separate file. Click Cancel to abort the file upload. Make the indicated correction, and upload the file again.

[Table 14](#) describes the columns appearing in the Error Messages Report.

Table 14. Columns in the Error Messages report

Column Name	Description
Record Number	Line in the upload file where the error occurred.
Field Name	Name of the column in which the error occurred.

Column Name	Description
Field Value	Value that caused the error.
Validation Message	Message describing the error.

If you are unable to resolve file upload errors, contact user support; see [Appendix D, User Support](#) for contact information.

Reviewing Upload History

You can review the log file that TIDE retains of your file uploads.

To display file upload history:

- In the upload file page, click **show history**.

[Table 15](#) describes the columns appearing in the upload history.

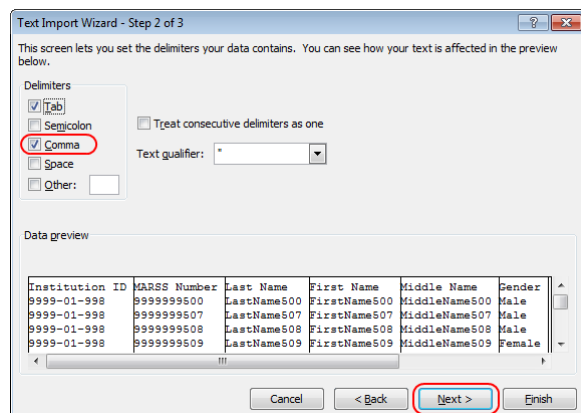
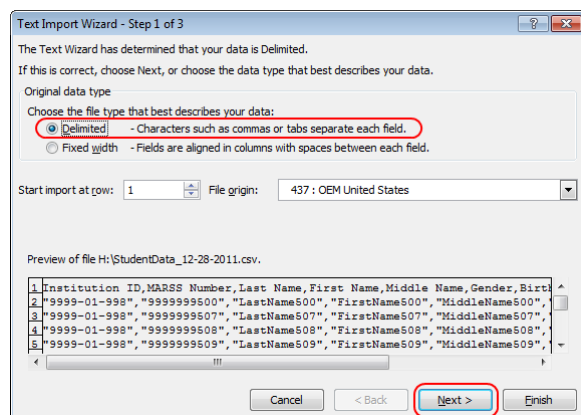
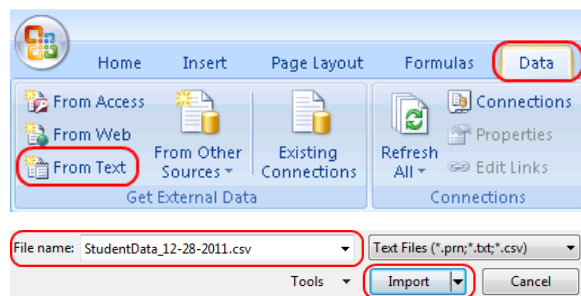
Table 15. Columns in Upload History

Column Name	Description
File Name	Name of uploaded file.
Date Uploaded	Date and time file was uploaded.
Status	Upload file's processing status.
Record Processed	Number of records in the upload file. For quality control purposes, you can compare this number with the actual number of records in the file you created.
Record Rejected	Number of records that TIDE rejected.
Validation Log	Link to a copy of the validation log.

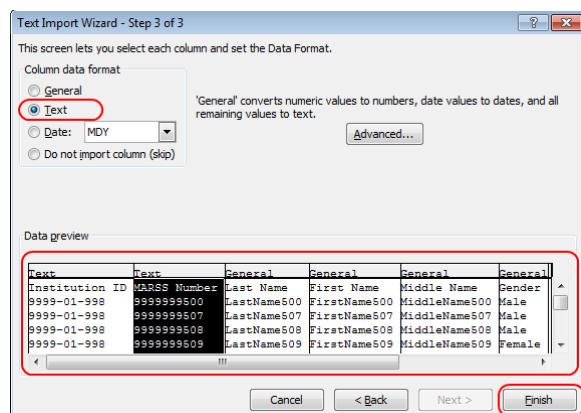
Appendix C. Opening CSV Files in Excel 2007 or Later Versions

This appendix explains how to open comma-separated value (CSV) files in Microsoft Excel 2007 or later.

1. Open Microsoft Excel.
2. On the **Data** tab, in the **Get External Data** group, click **From Text**. The Import Text File dialog box appears.
3. Navigate to the CSV file, and click **Import**. The Text Import Wizard appears.
4. In Step 1 of the wizard, mark **Delimited**, and click **Next**.
5. In Step 2 of the wizard, mark **Comma**, and then click **Next**.



6. In Step 3 of the wizard, do the following:
 - a. In the *Data Preview* section, click a column. Excel shades the column with a black background.
 - b. In the *Column Data Format* section, mark the **Text** radio button. This setting preserves leading zeros that can appear in fields such as SSID or District ID.
 - c. Repeat steps [a](#)–[b](#) for all columns in the CSV file.
 - d. Click **Finish**.



Excel imports and displays the CSV file.

Appendix D. User Support

For additional information and assistance in using TIDE, contact the Maine Help Desk.

The Help Desk is open Monday–Friday from 7:00 a.m. to 7:00 p.m. Eastern Time during the summative testing windows and 8:00 a.m. to 5:00 p.m. Eastern Time outside of the summative testing window (except holidays or as otherwise indicated on the MEA Portal).

Maine Help Desk

Toll-Free Phone Support: 1-844-560-7814

Email Support: mehelpdesk@air.org

Please provide the Help Desk with a detailed description of your problem, as well as the following:

- If the issue pertains to a student, provide the SSID and associated district or school for that student. Do not provide the student's name.
- If the issue pertains to a TIDE user, provide the user's full name and email address.
- Any error messages that appeared.
- Operating system and browser information, including version numbers (e.g., Windows 7 and Firefox 13 or Mac OS 10.7 and Safari 5).